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CONSTITUTION AND BYE-LAWS

OF THE

EARLY CLOSING

AND

*Mutual Improvement Association,*

OF HALIFAX, NOVA SCOTIA

PATRON :

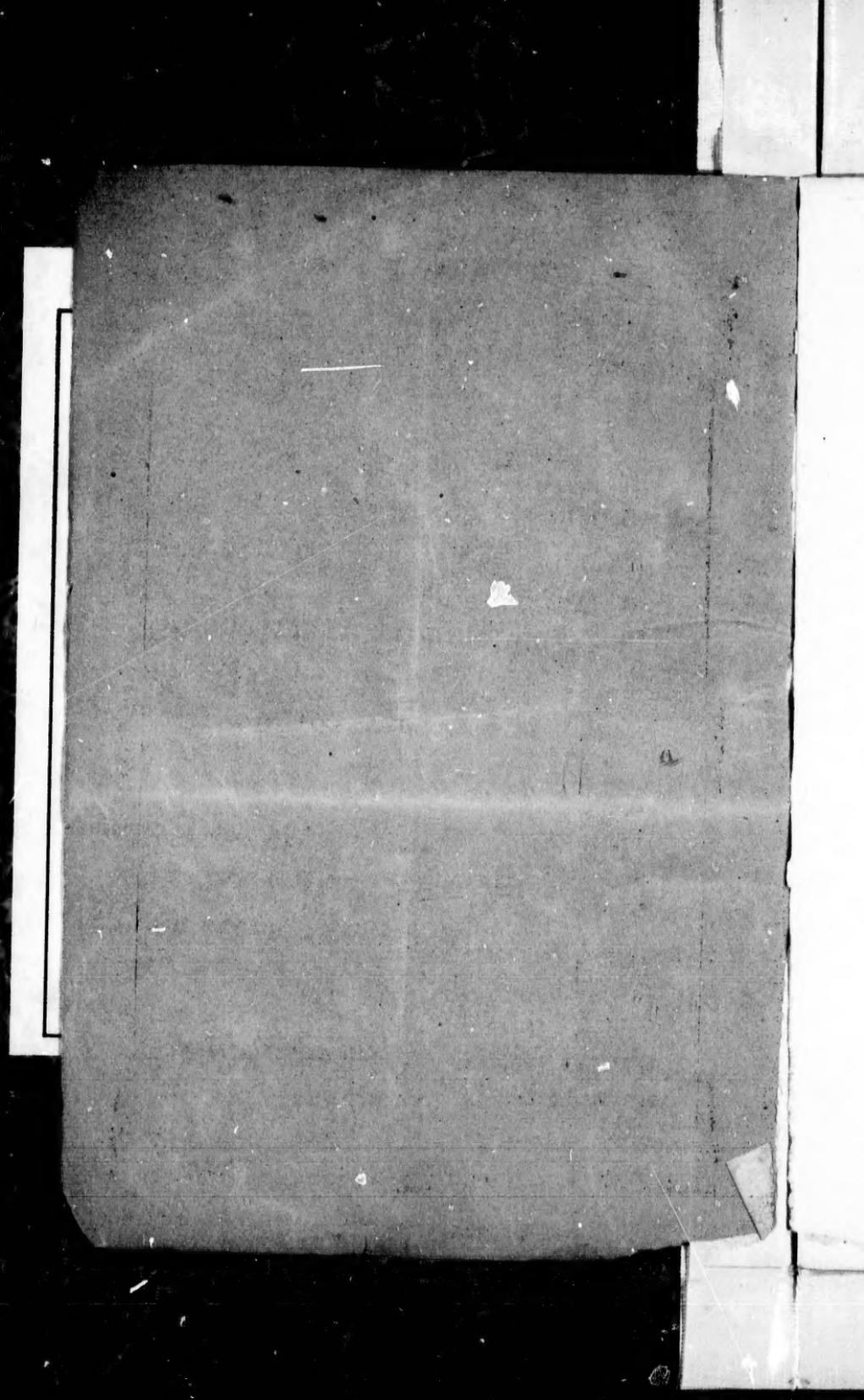
SIR WM. YOUNG, CHIEF JUSTICE.

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HALIFAX, N. S.

PRINTED BY WILLIAM MACNAB, 11 PRINCE STREET.

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# CONSTITUTION.

## ARTICLE 1.—MEETINGS.

SECTION 1.—The Annual Meeting of the Early <sup>Annual</sup> Meeting. Closing and Young Men's Mutual Improvement Time and Association of Halifax, shall be held on the first place of Monday in February of each year, at such time and place as the Committee of Management may appoint ; and five days notice thereof shall be given by the Secretary, by publication in one or more newspapers in Halifax City, or by notice given to each member personally, or deposited in the Post Office directed to his address, as appearing on the books of the Association. Such Notice of. meetings may be adjourned from time to time without further notice ; and in case there should in any year be a failure to give seasonable notice Failure to of the Annual Meeting the same may be held on give notice of. the same day of the following week, after notice given as above prescribed.

SECTION 2.—The Regular Meeting of this Association shall be held on the first Monday of each month ; but for sufficient cause the President may direct the same to be held at any time during the first ten days of each month.

SECTION 3.—Special Meetings of the Association may be called by the President, and shall be Requisition so called upon a requisition signed by at least 10 per cent. of its members, stating the object of such meeting.

Public notice shall be given of all Special Meetings, and at such meetings no business shall be transacted except that specified in the requisition.

**SECTION 4.—The Association year shall be from the first day of January to thirty-first day of December inclusive.**

#### **ARTICLE II.—QUORUM.**

**Quorum.**

Ten per cent. of the members of the Association shall be requisite for a quorum at any special meeting, but at the regular Monthly Meetings, eight per cent. shall be considered sufficient.

#### **ARTICLE III.—MEMBERSHIP.**

**Memb'rship**

**SEC. 1.—Candidates for membership must be young men of good moral character, not under eighteen years of age.**

**Propositi'ns  
for.**

**SEC. 2.—All propositions for membership shall be signed by the proposer, who shall be a member of the Association, and shall be submitted on printed forms at one of its meetings, stating the name, age and occupation of the candidate.**

**Election.**

**SEC. 3.—Such propositions shall be submitted to the Committee of Management, by which Committee the candidate shall be balloted for, by ball ballot, not longer than two weeks after the date of the proposition, and after due inquiry by the Investigating Committee, a two-thirds majority of the votes legally cast being necessary for election.**

**Reconsider-  
ation.**

**SEC. 4.—If rejected, no re-consideration of the ballot shall be had except at the same meeting at which the ballot is taken, and in no case shall there be more than two ballottings on the same proposition.**

**Result.  
Certifiers.**

**SEC. 5.—All propositions, with the result of the ballot certified thereon by the Chairman and Secretary of Committee, shall be returned to the Recording Secretary of the Association.**

SEC. 6.—No candidate for membership, who Re-proposal has been rejected, shall be eligible for re-proposal for three months after such rejection.

SEC. 7.—No person shall be considered a member, or entitled to any of the privileges of the Association, until he has paid the entrance fee, and subscribed to the Constitution and By-Laws, and failing to comply with this article of the Constitution within one month after date of his notice of election, such election shall be null and void.

#### ARTICLE IV.—OFFICERS.

SEC. 1.—The officers of the Association shall consist of a President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, and Assistant Recording Secretary; all of whom shall be elected by ballot at the annual meeting.

SEC. 2.—If only one candidate is nominated for any office, such candidate shall be declared elected by acclamation.

SEC. 3.—No nomination shall be accepted unless the person nominated shall have signified his willingness to accept the office for which he is named.

SEC. 4.—A majority of the legal votes cast shall be necessary for election; the balloting being continued until such result is obtained in favor of one candidate, and after each ballot the name of the candidate having the lowest number of votes shall be withdrawn.

SEC. 5.—All vacancies in office shall be immediately filled in the manner provided for the annual elections; such election to hold good until the next general election of officers.

**CONSTITUTION.****ARTICLE V.—DUTIES OF OFFICERS.**

**SEC. 1.**—It shall be the duty of the President to direct the calling of all meetings of the Association, and preside thereat; to execute all documents on behalf of the Association which shall also be signed by the Recording Secretary; to enforce a strict observance of its Constitution, By-Laws, and Rules; and exercise a general supervision over its affairs in conjunction with the Committee of Management. He shall present to the Association a full report of its affairs during his term of office, together with the report of the Committee of Management.

**Vice-President.**—The duties, powers and privileges of the Vice-President shall be the same as those of the President in his absence.

**Recording Secretary.**—The Recording Secretary shall give notice of all meetings of the Association, attend all meetings, and keep a correct record of the proceedings thereat; keep a register of all propositions for membership, with all necessary dates, and read a summary of the same for the preceding year at each annual meeting, and also keep a roll signed by, and showing the age and residence of each member of the Association. He shall, immediately after each meeting of the Association, refer all propositions for membership to the Secretary of the Committee of Management, and within one week after the return of such notices shall notify all elected candidates of their election, directing their attention to such parts of the Constitution and By-Laws as may be necessary. It shall be his duty to furnish to the conveners of all committees the names of his associates on committee, together with a copy of the resolution or subject confided to them by the

Association ; to file lists of the names of members of all special Committees, with date of appointment, and to furnish the Cashier at the Bank at which the account of the Association is kept, with a copy of the Constitution, and the names of the President, Recording Secretary and Treasurer, immediately after every election of those officers ; and also to give public notice of all proposed amendments to the Constitution immediately on receipt of the same in writing, and to perform such other duties as may be necessary.

SEC. 4.—The Assistant Recording Secretary <sup>Assistant R.</sup> shall, in the absence of the Recording Secretary, <sup>Secretary.</sup> perform all the duties of the office, and shall at all times render him such assistance as may be necessary.

SEC. 5.—The Financial Secretary shall keep <sup>Financial</sup> <sup>Secretary.</sup> the accounts between the Association and its members, receive all monies due the Association and immediately pay the same over to the Treasurer, taking his receipt therefor ; promptly notify all members three months in arrears for non-payment of dues, and if at the next succeeding regular meeting the amount be not paid, report the same and move for their expulsion, and such motion may be put to the meeting without being seconded. He shall file and carefully preserve all receipts and other documents connected with his office, and at the regular meetings in April, July and October present a quarterly, and at the annual meeting a yearly statement of all monies received and paid by him to the Treasurer, and of the aggregate amount due the Association by its members.

SEC. 6.—The Treasurer shall receive from the <sup>Treasurer.</sup> Financial Secretary all funds of the Association, shall open an account in the name of the Asso-

**CONSTITUTION.**

ciation with such Bank as the Committee of Management may appoint, in which Bank he shall deposit all monies of the Association, except the sum of Fifty Dollars, which he shall keep on hand to meet current expenses ; pay all bills authorized by the Committee of Management and none other ; and at the regular meetings in April, July and October present a quarterly, and at the annual meeting a yearly return of the financial condition of the Association, including a statement of the receipts and expenditures.

**ARTICLE VI. -STANDING COMMITTEES.**

**Sec. 1.**—The Standing Committees of this Association shall be a Committee of Management, a Committee of Finance, and such others as provided for under Sec. 2 of this article.

**Sec. 2** —The Committee of Management shall consist of fifteen members, to be elected by ballot at the annual meeting, five of whom shall retire annually by rotation, but shall be eligible for re-election ; and the officers of the Association ; who shall be members (*ex-officio*). The Committee shall decide upon all applications for membership in the manner prescribed by the Constitution, appoint an Investigating Committee and such other standing committees not provided for in the Constitution, as may be found necessary for the proper working of the Association; incur all necessary expenses in adding to and keeping in order all property, buildings or rooms belonging to, or being in connection with the Association ; making the requisite rules, which rules shall be considered part of the By-Laws and Rules of the Association, and shall be binding on all its members. Its meetings shall be

Duties of.

Committee of Management.  
Election of.

Standing Committee's Summary of.

held on the second and fourth Mondays of each <sup>Meetings of</sup> month. Special meetings may be called by the <sup>special</sup> chairman, and it shall be his duty to call such meetings upon requisition signed by five members <sup>Requisition for</sup> stating the object of such meeting. A majority of the members shall be present at any meeting to form a quorum. The chairman of Committee shall furnish the President with a report of its proceedings, including all reports of <sup>Chairman's</sup> standing committees appointed by it, except those of the Investigating Committee, at least one week previous to the annual meeting. All vacancies in the Committee of Management shall be immediately filled by the Committee, such appointments to be reported at the next meeting of the Association, and to hold good only till the next succeeding Annual Meeting. If any member absent himself from four successive regular meetings, his place may be declared vacant by a two-thirds vote of the Committee, cast at any regular meeting.

SEC. 3.—The Financial Committee shall consist of three members, to be elected by ballot at the Annual Meeting. It shall be the duty of that Committee to superintend the financial concerns of the Association, to inspect and audit quarterly the accounts of the Financial Secretary and Treasurer, or other officers and Committees charged with the receipt and expenditure of the monies of the Association, to order, purchase and arrange all Stationery, Account and Record Books, and the manner of keeping the same, as well as of the accounts and papers in charge of the several officers and committees.

They shall be authorized to examine the books and accounts of any Officer or Committee whenever they think proper, and shall report to the <sup>Powers of Report of</sup>.

**CONSTITUTION.**

Association quarterly, or as often as may be necessary or required by the Association or Committee of Management. No officer of the Association shall be a member of this Committee.

**SEC. 4.—The Investigating Committee to be appointed by the Committee of Management shall consist of three or more of its members. Their duty shall be to examine all proposals for membership submitted to them; carefully ascertain the correctness of the statements contained in them, and the general character of the candidate, and report in writing to the Committee of Management at its next meeting "favorably" or "unfavorably," without giving reasons, unless called for, when they shall be given verbally before that Committee; such report to be signed by at least two members of the Committee.**

**ARTICLE VII.—BANK ACCOUNT.**  
**Bank ac't.** No money shall be withdrawn from the Bank account of the Association except by Draft or Check drawn by the Treasurer, and countersigned by the President and Recording Secretary.

**ARTICLE VIII.—FEES AND DUES.**

**Fees and Dues.** Every person joining the Association shall, before subscribing to the Constitution, pay an entrance fee of one Dollar, and every member shall pay a monthly subscription of twenty-five cents, payable in advance.

**ARTICLE IX.—RESIGNATION.**  
**Resignation** Any member desiring to leave the Association shall notify the Recording Secretary in writing, and shall be liable to all dues till the date of such notice.

**ARTICLE X.—ARREARS.**

No member shall be eligible to office, or entitled to vote at any election of officers, who is three months in arrears for monthly dues.

**ARTICLE XI.—HONORARY MEMBERS.**

Any gentleman subscribing Twenty Dollars or over to the funds of the Association, shall be entitled to the privilege of honorary membership. The Association may at any time elect honorary members by a two-thirds majority of the votes cast at any regular meeting, such members to be free from any payment to the funds.

Honorary members shall be entitled to all the privileges of the Association, except the franchise.

**ARTICLE XII.—CARDS AND LIQUORS.**

Playing cards and intoxicating liquors shall not be used in any building or rooms under the control of the Association, and it shall be the duty of the member of the Committee in charge to see that this article is rigidly enforced; and in case any member persist in violating it, after being notified, he shall move for his expulsion at the next regular meeting of the Association, which motion may be put to the meeting without being seconded.

Any member having been expelled for this cause, shall not be re-admitted within two years from the date of his expulsion.

**ARTICLE XIII.—GAMBLING.**

No gambling of any nature whatsoever shall be allowed in the rooms of the Association, or

with any games which are the property of the Association, and no smoking shall be allowed about the premises of the Association, except in apartments provided for that purpose.

#### ARTICLE XIV.—PENALTIES.

*Penalties.*

The Committee of Management shall have the power to suspend or expel any member who shall persist in violating the Rules of the Association, (except in the case of the violation of Article 12 of this Constitution) or shall make use of any vulgar, profane or indecent language at the meetings or in the rooms of the Association, or whose general conduct shall be found derogatory to the character of this Institution ; and any member so expelled shall not be re-admitted within six months from the date of his expulsion.

#### ARTICLE XV.—AMENDMENT.

*Amend-  
ment.*

This Constitution may be altered or amended only at the annual meeting of the Association, nor shall any amendment be allowed unless the same has been proposed in writing at least one regular meeting previous, public notice whereof shall be given by the Recording Secretary.

## BY-LAWS.

I.—In the absence of the President and Vice-President from any meeting a chairman shall be elected by the majority of those present. Chairman of Meeting.

II.—In all cases of ties in voting the chairman shall have the casting vote. Casting vote

III.—No member under 21 years of age shall be eligible for the office of President, Vice-President or Treasurer. Age of Officers.

IV.—All officers shall continue in office until their successors have been duly installed, which shall be done as soon as convenient after their election. Term of office.

V.—If any officer absent himself from three successive regular meetings, his office may be declared vacant by a vote of the Association. Officers absent.

VI.—If, upon re-consideration, a candidate for membership that has been rejected be admitted, no notice shall be taken of such rejection. Rejection. notice of.

VII.—A proposition for membership cannot be withdrawn except at the meeting at which it was submitted. Propositions not withdrawn.

VIII.—If any member change his place of residence he shall notify the Recording Secretary of the same within two weeks, otherwise notices directed to his address as appearing in the books shall be considered valid. Change of residence.

**Suspension.  
term of.** IX.—No member shall be suspended from membership for a longer period than three months for any one offence.

**Refresh-  
ments.** X.—No refreshments except such as may be provided by the Association, shall be allowed in any buildings or rooms in connection with the Association.

**Loaning  
Property.** XI. No property of the Association shall be loaned, except by vote of the Committee of Management.

**Re-admis'n.  
of expelled  
Members.** XII.—Members having been expelled for non-payment of dues, shall not be re-admitted within six months, except on payment of entrance fee, and all arrears which would have been due, had they remained members.

**Seal.** XIII.—The Corporate Seal of the Association shall have this inscription “ Early Closing, and Young Men’s Mutual Improvement Association, of Halifax, A. D. 1869.”

**Monthly  
meeting—  
closing of  
Building.** XIV.—During the time when the Annual, or any Monthly Meeting is being held, all other parts of the building, except that in which is the meeting, shall be closed to the use of the members.

**Election  
void by  
lapse of  
time.** XV.—Any elected candidate for membership whose election shall be void by non-compliance with Section 7 of Article 3 of the Constitution, shall not be eligible for re-proposal for six months from the date of his election, except in case of sickness or absence from the city.

**Alteration.** XVI.—These By-Laws may be amended at any

regular meeting by a two-thirds majority of the vote legally cast, provided that written notice shall have been given at least one regular meeting previous.

**AN ACT**  
**To Incorporate the Early Closing and Young Men's**  
**Mutual Improvement Association of Halifax.**

(Passed the 10th day of May, A. D., 1869.)

Be it enacted by the Governor, Council, and Assembly,  
as follows:

**SEC. 1.—John Flynn, Edward Forbes, George McElwaine, J. G. Eagleson, and C. S. Curran, their associates, successors, and assigns, are hereby incorporated by the name of the EARLY CLOSING AND YOUNG MEN'S MUTUAL IMPROVEMENT ASSOCIATION OF HALIFAX.**

**SEC. 2.—The object of the Corporation hereby created is to abridge the hours of labour of the Clerks of the city of Halifax, and to furnish to the members of the Association hereby incorporated the means of social intercourse, and physical and mental improvement.**

**Sec. 3.—The Corporation shall have power to make and adopt a Constitution and By-Laws, not inconsistent with the Laws of the Province, providing for the admission, suspension, expulsion and government of its members, the collection of fees and dues, and the safe-keeping of its property and funds, with power to amend or repeal the same.**

**Sec. 4.—An annual meeting of all the members of the Association shall be called by the officers in such manner and at such time as the Constitution may direct, of which due notice shall be given by publication in one or more newspapers in the city of Halifax, and at which the officers shall present to the Association a full and correct Report of the affairs of the Association for the previous year, including a statement of its receipts and expenditures.**

**SEC. 5.—No member of the Corporation who is not in arrears for fees and dues shall be liable in his person or separate estate for the liabilities of the Corporation, unless he shall have rendered himself so liable by becoming surety for the debts of the Association, or by any action with regard to the incurring of debts at variance with the Constitution and By-Laws.**

SEC. 6.—No officer or other member of the Association shall apply any of the property of the Association, or any money or monies which may be given in aid of the Association, or subscribed by its members, or which may in any way become the property of the Association, for any purposes other than those set forth in the preceding sections of this Act.

## RULES OF ORDER.

**Order of business.**

1. Roll of Officers.
2. Minutes of previous meeting.
3. Propositions for membership.
4. Communications.
5. Reports, Special Committees.
6. Reports, Standing Committees.
7. Unfinished business.
8. Miscellaneous business.

I.

**Motion.**

Before any motion is debateable it must be reduced to writing, moved, seconded, and stated from the Chair.

II.

**Motion withdrawn.**

A motion cannot be withdrawn after it has been stated from the Chair, except by leave of the meeting.

III.

**Privileged questions.**

When a question is before the meeting the only motions in order shall be :—

1. To adjourn.
2. To lay on the table.
3. The previous question.
4. To postpone.
5. To refer.
6. To amend.

**Order of questions.**

To take precedence as herein arranged ;—the first three to be decided without debate.

## V.

When the previous question is moved and seconded it shall be put in the following form—<sup>Previous questions.</sup> “Shall the main question now be put.” If this is decided in the affirmative all further debate shall be excluded, and the original motion put without delay.

## VI.

The Chairman shall preserve order, shall speak to all points of order in preference to other members, and shall decide all questions of order subject to an appeal to the meeting.<sup>Duties and privileges of Chairman.</sup>

## VII.

The Chairman shall not take part in any debate.<sup>The Chairman may not speak.</sup>

## VIII.

Every member taking part in debate shall do so standing, shall always address the Chair, and resume his seat when done speaking.<sup>Members stand while speaking.</sup>

## IX.

If two or more members rise at the same time the Chairman shall decide who is entitled to the floor, and no speaker shall be interrupted while in order.<sup>If two members rise to speak.</sup>

## X.

No discussion shall be allowed except on the question under debate.<sup>Discussion of question.</sup>

## XI.

Any member called to order by the Chair shall sit down at once, but may rise to explain on permission from the Chair.<sup>Members called to order.</sup>

## XII.

<sup>How often</sup>  
~~to speak.~~ No member shall be allowed to speak more than twice to the same question, except to explain, on permission from the Chair.

## XIII.

<sup>Acceding the</sup>  
Any member may call for the reading of the question under debate at any time, provided he does not interrupt another speaking.

## XIV.

<sup>Before a</sup>  
~~question is~~  
<sup>put to vote.</sup> Before any question is put to vote the Chairman should state it, and ask, "Is the Association ready for the question."

## XV.

<sup>Rules,</sup>  
~~amended.~~ These rules may be amended at any regular meeting of the Association by a two-thirds vote of members present.

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